



AASIS TRAINING TUTORIAL
EMPLOYEE LEAVE USE AND QUOTA BALANCE REPORT
(ZLEAVUSE)
January 2006

Business Process Description

The Employee Leave Use and Quota Balance Report (ZLEAVUSE) will allow users to display employee's absences and quota balances for a requested period. Absences must exist in CATS (Cross Application Timesheet), be approved and transferred into the HR module before the absence will appear on the report. If the employee has not taken leave within the requested period, the absence will not appear on the report.

The report displays the following information for the requested period:

- Business Area
- Employee's Personnel Number
- Employee's Full Name
- Number of Leave Hours used
- Type of Leave used
- Date of used Leave
- Day of used Leave
- Sub-total of each Leave type used
- Grand Total of All Leave Taken

In addition, the report will display the employee's quota (leave) balances as of the last day of the requested period.

You must have one the following roles in order to run this report:

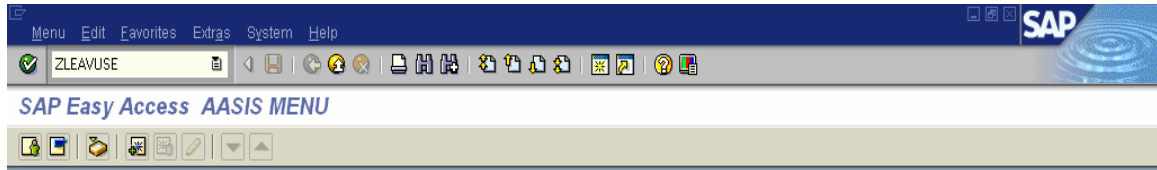
- Agency/State Central Time Management
- Time Management Specialist
- Agency/State Time Management Supervision
- Agency Personnel Administration
- State Personnel Administration
- Parks and Tourism Time/Tip Specialist
- Agency Central Time Management 1



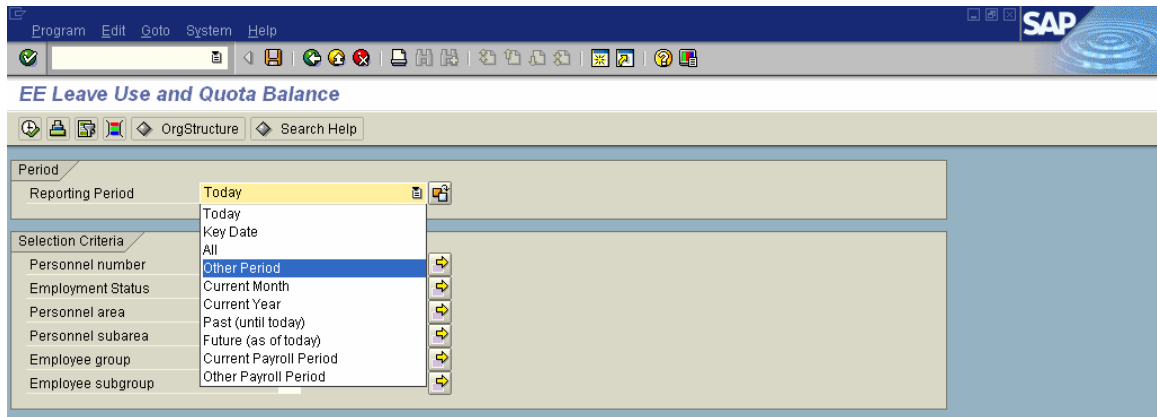
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Business Process Instruction

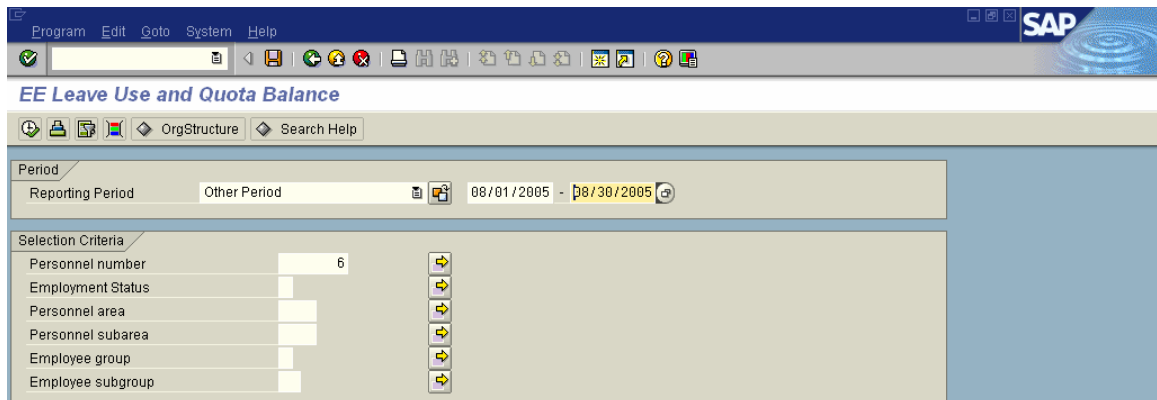
1. Type ZLEAVUSE in the command field; press enter.



2. Click on the drop-down and select a period. It is recommended to select "Other Period" and enter a from and to date. If you choose to run this report for a long period, it may result in a long run time.




3. Type your criteria such as Personnel number, or Personnel area, etc. in the appropriate field. If you choose to run this report for a large group of employees, it may result in a long run time.

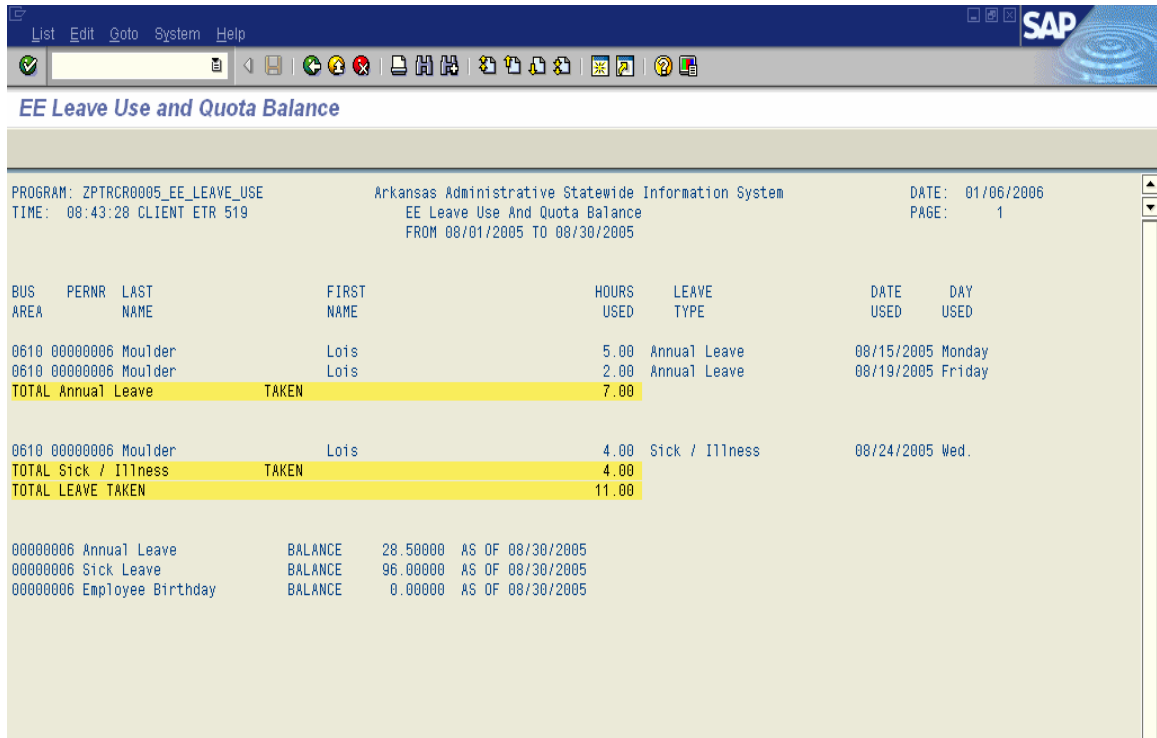




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4. Select the execute icon  to run the report. If you selected one employee and no absences exist during the requested period, the report will not produce output.

The report is displayed for viewing and/or printing.



PROGRAM: ZPTRCR0005_EE_LEAVE_USE Arkansas Administrative Statewide Information System DATE: 01/06/2006
TIME: 08:43:28 CLIENT ETR 519 EE Leave Use And Quota Balance PAGE: 1
FROM 08/01/2005 TO 08/30/2005

BUS AREA	PERNR	LAST NAME	FIRST NAME	HOURS USED	LEAVE TYPE	DATE USED	DAY USED
0610	00000006	Moulder	Lois	5.00	Annual Leave	08/15/2005	Monday
0610	00000006	Moulder	Lois	2.00	Annual Leave	08/19/2005	Friday
TOTAL Annual Leave				7.00	TAKEN		
0610	00000006	Moulder	Lois	4.00	Sick / Illness	08/24/2005	Wed.
TOTAL Sick / Illness				4.00	TAKEN		
TOTAL LEAVE TAKEN				11.00			
00000006	Annual Leave	BALANCE	28.50000	AS OF 08/30/2005			
00000006	Sick Leave	BALANCE	96.00000	AS OF 08/30/2005			
00000006	Employee Birthday	BALANCE	0.00000	AS OF 08/30/2005			